COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel* and extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management.* It establishes responsibilities and procedures for the handling and control of TCTOs, OTIs and command modifications. This instruction applies to all personnel assigned to the 914th Maintenance Group. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), 914 MXG Quality Assurance at **UDG_914MXG_QA@us.af.mil**, using the AF Form 847, *Recommendation for Change of Publication.* Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed in its entirety. Any reference to the Flight Service Center (FSC) has been replaced by Decentralized Materiel Support (DMS).

1. Quality Assurance (QA) Technical Order Distribution Office (TODO) Procedures:

1.1. Forward a cover sheet for all *non-applicable* TCTOs to Plans, Scheduling, and Documentation (PS&D) for Maintenance Information System (MIS) inputs.

1.2. Depot level TCTOs will be date stamped and annotated as "Depot Level TCTO"; a record copy will be provided to PS&D.

1.3. The QA TCTO manager will generate a TCTO notification letter to PS&D and affected work centers stating that an applicable TCTO has been received. If a TCTO affects supply assets a supply notification letter will be provided to the Decentralized Materiel Support (DMS) for verification of affected assets. Upon receipt of the TCTO notification letter, PS&D will schedule a TCTO meeting when required with all affected work centers and supervision.

1.3.1. When required for TCTO accomplishment, will order (in conjunction with the appropriate work center) all Computer Program Identification Number System (CPINS) changes. Once the CPIN is placed on order, TODO will provide a copy of the order request to PS&D to be placed in the TCTO folder.

1.3.2. Notify PS&D once CPIN is received and TCTO is ready for accomplishment.

1.4. The TODO will distribute a paper working copy of TCTOs to affected work centers in the technical order (TO) mailbox, located in the Quality Assurance (QA) office; prior to the TCTO meeting.

1.5. On a quarterly basis the TODO will provide PS&D with a Master TO report which should be reviewed for accuracy of applicable TCTO files.

2. PS&D, Unit Engine Manager (UEM), and Aerospace Ground Equipment (AGE) Supervisor TCTO Procedures:

2.1. PS&D will load all TCTOs into the MIS. If a TCTO affects weight and balance (W&B) data, PS&D will create a work event separator (WES) against the main TCTO job in the MIS for QA to complete W&B prior to documentation of TCTO completion. When PS&D schedules the first TCTO, notify QA to perform an initial evaluation and load a WES against the main TCTO job, against the initial aircraft, within the MIS for QA to perform a Key Task Listing (KTL).

2.2. PS&D, UEM, or AGE supervisor will provide FSC with the supply/kit requirements as stated in the TCTO. The owning work center will be responsible for ordering all pharmacy items that are required by the TCTO.

2.3. Notify the QA TCTO monitor once the TCTO is complete so that the Quality Assurance Tracking and Trend Analysis System (QANTTAS)/Logistics Evaluation Assurance Program (LEAP) can be updated.

2.4. PS&D will maintain a TCTO status spreadsheet showing the current status and ground date of all non-complied with TCTOs. This spreadsheet will be updated weekly and posted in the weekly utilization and maintenance plan.

2.5. TCTO status will be briefed weekly at the daily production meeting by PS&D in lieu of a monthly TCTO reconciliation meeting.

3. Decentralized Materiel Support (DMS) Procedures:

3.1. Attend all TCTO/OTI meetings when kits/parts are required.

3.2. Provide PS&D at the pre-planning meeting the supply cover letter (when required) received from the DMS showing the number of items in supply affected by the TCTO.

3.3. Review notices from Base Supply when TCTOs/components are received. DMS will inform maintenance when kit is complete.

3.3.1. Prior to the scheduled TCTO meeting, research kits/parts using Standard Base Supply System (SBSS) and Fed Log and fill out the appropriate paperwork to requisition parts.

3.3.2. For TCTOs that are not kitted, DMS will order all parts on an AF Form 2001, *Notification of TCTO Kit Requirements;* pertinent information provided by PS&D. This copy will be given to Base Supply for parts to be ordered.

3.3.3. For TCTOs that are kitted, DMS will use the MIS and SBSS interface to requisition kits. If the national stock number (NSN) is not loaded, DMS will provide the stock number information to Base Supply.

3.3.4. Build all kits for TCTOs that are not issued as a complete kit

3.3.5. One day prior to scheduled TCTO start date, notify Base Supply for release of TCTO kits.

3.4. Attend the monthly TCTO reconciliation meeting chaired by PS&D; held weekly during the morning production meeting.

3.5. Brief the status of available or backordered kits/parts/special tools weekly at the maintenance daily production meeting.

3.5.1. TCTO supply reconciliation status will be briefed weekly at the daily production meeting by DMS in lieu of a monthly TCTO supply reconciliation meeting.

3.5.2. Attend the monthly TCTO reconciliation meeting chaired by PS&D; held weekly during the morning production meeting.

3.6. Notify PS&D when parts or kits are received.

4. Base Supply Procedures:

4.1. Attend all TCTO/OTI meetings when kits/parts are required.

4.2. All parts are ordered in G081. Copies will be sent to PS&D and Base Supply with the document numbers.

4.3. When the NSN for kits is not loaded in the MIS, load the NSN and then notify DMS.

4.4. Notify DMS when parts or kits are received.

4.5. Store all kits in a designated location within the Base Supply warehouse until a release is requested from DMS.

5. Performing Work Center Procedures:

5.1. For the initial accomplishment of a TCTO, notify QA of time and location of equipment for accomplishment of the KTL.

5.2. When drawings are required to accomplish a TCTO, the work center will be responsible for obtaining the drawing from QA through Joint Engineering Data Management Information Control System (JEDMICS).

5.3. When TCTO gives disposition procedures for unmodified parts, the work centers will be responsible for filling out the proper paper work and turning items into DMS.

5.4. Upon completion of TCTOs, performing work centers will destroy all working copies of the TCTO.

5.5. Attend the monthly TCTO reconciliation meeting chaired by PS&D; held weekly during the morning production meeting.

DANIEL J. SARACHENE, Col, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

AFPD 21-1, *Maintenance of Military Materiel,* 29 October 2015

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFI 21-101, *Aircraft and Equipment Maintenance Management,* 21 May 2015

AFMAN 33-363, *Management of Records,* 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2001, *Notification of TCTO Kit Requirements*

AF Form 2410, *Inspection/TCTO Planning Checklist*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AGE—Aerospace Ground Equipment

CC—Commander

CPINS—Computer Program Identification Number System

DMS—Decentralized Materiel Support

DOR—Due-Out Release

IAW—In Accordance With

IMT—Information Management Tool

JEDMICS—Joint Engineering Data Management Information Control System

KTL—Key Task Listing

MIS—Maintenance Information System

MXG—Maintenance Group

NSN—National Stock Number

OPR—Office of Primary Responsibility

OTI—One Time Inspection

PS&D—Plans, Scheduling, and Documentation

QA—Quality Assurance

QANTTAS—Quality Assurance Tracking and Trend Analysis System

RDS—Records Disposition Schedule

SBSS—Standard Base Supply System

TCTO—Time Compliance Technical Order

TO—Technical Order

TODO—Technical Order Distribution Office

UEM—Unit Engine Manager

USAFR—United States Air Force Reserve

W&B—Weight and Balance

WES—Work Event Separator